



County of San Diego, Planning & Development Services
**APPLICANT'S GUIDE TO AN
ADMINISTRATIVE PERMIT FOR A SMALL
WINERY**
ZONING DIVISION

This guide provides information on how to apply for an Administrative Permit for a Small Winery use. Review the attached Zoning Ordinance excerpts to determine where and under what restrictions this use is allowed. Please be sure to read ALL of the information in this Guide and the application package forms.

OPTIONAL: Contact Planning & Development Services (PDS) to set-up a Pre-Application Meeting to determine the processing requirements and to discuss project specifics with various departments prior to formally submitting an application. To schedule a Pre-Application Meeting, contact the PDS Zoning Division Counter at PDSZoningPermitCounter@sdcounty.ca.gov. NOTE: There is a fee/deposit for a Pre-Application Meeting.

**Please submit all the forms, plans, and documents as shown on the Standard
Administrative Permit Coversheet.**

Also, please submit information and photographs demonstrating that there is a productive vineyard on the site of the proposed Small Winery that meets the fruit-origin requirements stated in Section 6910.c.3 and that wine is being made on the property as required by 1735.e. The information in the application should detail where the fruit used in wine making comes from and how much fruit is grown on the premises of the Small Winery.

IMPORTANT NOTE: The plot plans and elevations must be folded no larger than 8 1/2" x 11" with the lower right hand corner exposed.

**This form will be "speaking" for you, so it is very important that your project is described in complete detail. For example specify the use(s), square footage, height, etc. of the proposed and existing structures, hours of operation of the various uses and events, description of proposed events, frequency of events, maximum number of persons, parking, etc.*

**EXCERPTS FROM THE ZONING ORDINANCE
SMALL WINERY**

Section 1735.e:

1735 PACKING AND PROCESSING.

Packing and Processing refers to packing and processing of fresh agricultural products and does not include cooking, canning, tanning, rendering and reducing operations which are general industrial uses. Following is the description of the Packing and Processing: Small Winery use type:

- e. Packing and Processing: Small Winery. Crushing of grapes, berries and other fruits and fermentation, storage and bottling of less than or equal to 120,000 gallons of wine per year. A Small Winery may also include a tasting room and retail outlet as secondary uses.**

Section 6910: Required Findings

Before an Administrative Permit is approved to allow a Small Winery, the following findings must be made, supported by facts and evidence, as required by Zoning Ordinance Section 6910. If not provided in the project application, PDS may ask for additional information to provide the required facts and evidence.

5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123
For any questions, please email us at: PDSZoningPermitCounter@sdcounty.ca.gov
<http://www.sdcounty.ca.gov/pds>



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6910.c SMALL WINERIES

6. An Administrative Permit for a Small Winery is required and may be approved in accordance with the Administrative Permit Procedure commencing at Section 7050 if it is found:
 - i. That the location, size, design, and operating characteristics of the proposed use will be compatible with adjacent uses, residents, buildings, or structures, with consideration given to:
 - a) Harmony in scale, bulk, coverage and density.
 - b) The availability of public facilities, services and utilities.
 - c) The harmful effect, if any, upon desirable neighborhood character.
 - d) The generation of traffic and the capacity and physical character of surrounding streets.
 - e) The suitability of the site for the type and intensity of use or development which is proposed.
 - f) Any other relevant impact of the proposed use.
 - ii. That the impacts, as described in paragraph "i" of this section, and the location of the proposed use will be consistent with the San Diego County General Plan.
 - iii. That the requirements of the California Environmental Quality Act have been complied with.
 - iv. Notice shall be provided pursuant to Section 7060.c. No hearing is required unless requested by the applicant or other affected person pursuant to Section 7060.d.

Section 6910.c.6.iv:

iv. NOTICE TO PROPERTY OWNERS

Notice shall be provided pursuant to Section 7060.c. No hearing is required unless requested by the applicant or other affected person pursuant to Section 7060.d.

It is the applicant's responsibility to prepare a complete public notice package for the purpose of notifying nearby property owners that an application has been filed. The notice package must include all property within 500 feet of the exterior boundaries of the proposed Small Winery **and** a minimum of 20 different property owners. In order to include 20 different property owners it will often be necessary to extend the notice well beyond 500 feet. The complete public notice procedure is explained in [PDS-516](#), Applicant's Guide – Preparation of Public Notice Package, included in the application package. Also refer to [PDS-515](#) and complete and submit [PDS-514](#) and [PDS-524](#).



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Section 7060 d:

d. PUBLIC HEARING

A public hearing shall not be held unless the administering agency determines that such hearing would be in the best interest of the County, or if required by applicable sections of the Zoning Ordinance where a hearing is requested by the applicant or other affected person.

If the County, the applicant or any other affected party requests a hearing, a decision on the application will be made by the Zoning Administrator at a public hearing. If no hearing is requested, a decision on the application will be made by the Director of Planning & Development Services. These decisions may be appealed to the Planning Commission.

MISC. INFORMATION

Agricultural Clearing:

Prior to clearing/grading of your property for any agricultural use, verify whether a clearing permit is required. See Section 87.501 of the County Code and form [PDS-216](#).

Events:

Events, including but not limited to weddings and parties, may be allowed upon the making of findings in Section 6910.c.6.

Signs:

One sign, up to 12 square feet in size, is allowed at a Small Winery pursuant to Zoning Ordinance Section 6252.u:

One sign less than or equal to 12 square feet in area for an allowed roadside sales stand, wholesale nursery, Small Winery or Boutique Winery identifying and advertising agricultural products produced on the premises.

Additional area and/or signs cannot be authorized by the Administrative Permit.

Food:

The sale and consumption of pre-packaged food is allowed on the premises. Refrigeration shall be permitted by the County of San Diego Department of Environmental Health (DEH). Catered food service is allowed by a DEH-permitted caterer, but no food preparation is allowed at a Small Winery, except as described below in this Section. Catered food service includes the provision of food that is ready to eat and that has been prepared off the Small Winery premises.

- i. One mobile food facility may be allowed on the Boutique Winery premises to serve the patrons of the tasting room during the approved hours of operation as specified in b.8;
- ii. The mobile food facility shall not be parked in the required parking spaces for winery patrons or employees, nor shall it interfere with the safe ingress or egress to and from the premises;
- iii. The mobile food facility shall have a valid Mobile Food Facility Health Permit from the Department of Environmental Health and shall conform to all requirements applicable to a mobile food facility, including access to a permitted commercial restroom.



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Environmental Review:

The deposit collected for the environmental review portion of the application covers review of an exemption from the California Environmental Quality Act (CEQA). If, after the initial review by PDS staff, any environmental issues are identified or additional study is needed, the applicant will need to complete additional forms and an additional deposit will need to be made.

Building Permit:

Building Permits will be required to insure that buildings meet the current Uniform Building Code for commercial buildings. Applicants should contact the PDS Building Division at (858) 565-5920 or toll-free at (888) 336-7553 for Code standards and requirements.

Department of Environmental Health

If your property uses a septic system and/or a well for water, you should contact the Department of Environmental Health to determine what requirements they will have for the Small Winery.

Service Availability Letters

To show that there are adequate public facilities to serve the Small Winery, the application must include Service Availability Letters from the fire district ([PDS-399F](#)), water district ([PDS-399W](#)) and sewer district if the project will be served by a public sewer ([PDS-399S](#)). The applicant completes the top of the form and then has the service agency complete the bottom. Some agencies charge for completion of these forms. Once the forms are completed by the service agency, they should be submitted with the remainder of the application. Please be aware that service agencies may have requirements and improvements that need to be met and completed before the Small Winery can open for business.

Stormwater Regulations

Small Winery applicants shall prepare/complete the **Storm Water Intake Form for All Permit Applications** (<http://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/SWQMP-Intake-Form.pdf>). This form must be completed in its entirety and accompany applications for any of the discretionary or ministerial permits and approvals referenced in Sections 67.809 and 67.811 of the County of San Diego Watershed Protection, Stormwater Management and Discharge Control Ordinance (WPO). The purpose of this form is to establish the Stormwater Quality Management Plan (SWQMP) requirements applicable to the project.

If the proposed project qualifies as a Priority Development Project per the criteria indicated in the County's Storm Water Intake Form, a PDP SWQMP must be prepared and submitted with the application.